

13 OCT 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum - Civilian Awards Program for the U.S. Army Medical Department Center and School (AMEDDC&S)

1. PURPOSE: To establish an AMEDDC&S Civilian Awards Program that fosters mission accomplishment by recognizing the excellent performance of our civilian employees.

2. REFERENCES:

- a. 5 Code of Federal Regulations, Part 430, Subpart E, Performance Awards, and Part 451, Incentive Awards.
- b. Army Regulation 672-20, Incentive Awards, 29 Jan 99.
- c. DA Pamphlet 672-20, Incentive Awards Handbook, 1 Jul 93.
- d. Memorandum, Headquarters, U.S. Army Medical Command (MEDCOM), MCPE-C, 6 April 2001, Subject: MEDCOM Civilian Incentive Awards Policy.
- e. Memorandum, Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), 9 August 2001, Subject: Policy Memorandum for On-The-Spot (OTS) Cash Awards.
- f. Memorandum, MCGA-CP, 20 Jul 99, Subject: Policy Memorandum No. 690-3, Civilian Awards Program Policy for U.S. Army Medical Department Center and School and Fort Sam Houston.

3. POLICY:

- a. AMEDDC&S leaders are empowered, within appropriate Army regulations and guidelines, to select, nominate, and recognize their most deserving personnel. To the maximum extent possible, the distribution of awards will be applied fairly and equitably. Each leader will use a balanced combination of both honorary and monetary awards to ensure fair and consistent recognition of the highest performing personnel throughout the AMEDDC&S.
- b. Personnel who are under current Army investigation, or have disciplinary or adverse actions pending for performance or conduct may not be nominated for an award. However, employees who have previously been titled by CID or MPI, but were not charged, or the disciplinary action was subsequently overturned, will not have their award nomination held up or denied. On a case-by-case basis, an approving official may conduct an independent assessment to determine if the award nomination should be processed.
- c. Approving officials for AMEDDC&S awards are the Commanding General; the Chief of Staff; the Dean, Academy of Health Sciences; the Director, AMEDD Personnel Proponent Directorate; the Assistant Commander for Force Integration; the Commandant, AMEDD NCO

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Academy; the Commander, 32nd Medical Brigade; Executive Agency chiefs; and Special Staff chiefs. Each has approval authority for all awards, except as stated elsewhere in this memorandum. Additionally, each may designate in writing, a representative to serve as approving official. A copy of this designation must be provided to the DCSRM, ATTN: MCCS-RM.

d. Each approving official or designated representative will ensure the appropriate certificate and medal or pin set (when applicable) are presented in public forums commensurate with the level of award being presented. Whenever possible, departing personnel will receive their award prior to departing this command.

e. Certificates will be completed within the award recipient's organization. Neither the Civilian Personnel Advisory Center (CPAC) nor the Office of the Deputy Chief of Staff for Resource Management (DCSRM) staffs are responsible for obtaining or completing award, promotion, retirement, or length of service certificates or for obtaining associated medals and pin sets.

f. Employees should never be informed they are under consideration for or have been nominated for any award. Such an action may create serious morale problems if the nomination is not approved.

4. PROCEDURES:

a. Honorary Awards. For additional information, refer to Chapter 8, AR 672-20.

(1) Maximum use of honorary awards will be made to recognize individual accomplishments. The chart below identifies civilian honorary awards authorized by Department of Army. The awards are listed in hierarchical order from the highest to the lowest and the approval is identified.

CIVILIAN AWARD	APPROVAL LEVEL
Decoration for Exceptional Civilian Service	Secretary of the Army
Meritorious Civilian Service Award	The Surgeon General
Superior Civilian Service Award	AMEDDC&S Commander
Commander's Award for Civilian Service	AMEDDC&S Commander
Achievement Medal for Civilian Service	AMEDDC&S Commander
Certificate of Achievement	Approving officials identified in paragraph 3c above.

(2) Nominations and approvals for honorary awards will be made on DA Form 1256, "Incentive Award Nomination and Approval."

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(a) **Decoration for Exceptional Civilian Service and Meritorious Civilian Service Award.** Each nomination must include a narrative justification and proposed citation. Submit the award nomination to the DCSRM, ATTN: MCCS-RM for processing to the appropriate approving authority. Nominations must be submitted within 5 months after completion of the period to be cited. Nominees must have established a demonstrable pattern of excellence and achievement, which have been recognized by previous honorary awards. Nominees for the Decoration for Exceptional Civilian Service must have previously received the Meritorious Civilian Service Award.

(b) **Superior Civilian Service Award, Commander's Award for Civilian Service, and Achievement Medal for Civilian Service.** Each nomination must include a narrative justification and prepared award certificate. The Commanding General's signature block will be included on the award certificates. Submit the award nomination and certificate to the DCSRM, ATTN: MCCS-RM for processing to the appropriate approving authority. Nominations must be submitted within 5 months after completion of the period to be cited. Employees who have established a pattern of excellence that has been recognized through the previous receipt of one or more honorary or monetary performance awards may be nominated for the Superior Civilian Service Award. Generally, this will include the Commander's Award for Civilian Service.

(c) **Certificate of Achievement.** Once approved, the employee's supervisor will ensure a copy of the DA Form 1256, narrative justification and certificate are submitted to the DCSRM, ATTN: MCCS-RM for documentation in the employee's Official Personnel Folder. The approving official or designated representative will ensure DA Form 2442 is prepared, signed, and presented in an appropriate ceremony.

b. Time Off Awards (TOAs).

(1) Time Off Awards may be separate or combined with both honorary and monetary awards to recognize excellence. Immediate supervisors may approve a TOA up to one (1) work day (8-10 hours depending upon the employee's schedule). The approving officials identified in paragraph 3c above will approve all TOAs of 11-40 hours. For awards consisting of more than one day off, the criteria in Chapter 7, AR 672-20 will be used. A single TOA may consist of no more than 40 hours. No more than 80 hours TOA per employee per year will be approved. The TOA must be scheduled and used within one year of the approval date. A TOA does not convert to a cash payment under any circumstance.

(2) Nominations and approvals for TOAs will be made on a Request for Personnel Action (RPA) in the Defense Civilian Personnel Data System (DCPDS). The RPA must indicate "846" in Part B, Block 5; the number of hours in Block 20; and "H" in Block 21. Part D must include a short description of the employee's achievement as justification for the award. Once approved, the RPA must be routed to the AMEDDC&S' manpower group box: RMM-3FR_AMEDDC&S_AWARD/RMM.

c. Monetary Awards.

(1) Monetary Awards include Performance (non-TOA), Quality Step Increase, Special Act or Service, and On-the-Spot awards. Approval of any monetary award is contingent upon the availability of funds. The Commander has reserved one percent of the total civilian base pay budget (excluding benefits) for monetary awards. This amount is reviewed each fiscal year and may be adjusted at the Commander's discretion. Although a specific percentage is reserved for monetary awards, management may determine the appropriate individual monetary award. The awards budget is maintained by the DCSRM. Approving officials are notified of their respective awards ceiling each fiscal year and are responsible for ensuring the ceiling is not exceeded.

(2) The dollar cap for performance awards is \$1,500 per employee. Exceptions to this cap require the Chief of Staff's approval on a case-by-case basis.

d. Performance Awards.

(1) Performance Awards may be monetary or TOA and may include DA Form 2443, Commendation Certificate. Employees who received an Exceptional or Highly Successful rating of record may receive this award. Employees who exceed the minimum requirements for a Fully Successful rating of record, with at least one critical element exceeded, may also receive this award.

(2) Nominations and approvals for performance awards will be made on an RPA in the DCPDS. The RPA must indicate "840" in Part B, Block 5; the whole dollar amount in Block 20; and "M" in Block 20; and "M" in Block 21. Part "D" must include the statements, "Performance Award for the rating period DD-MON-YY through DD-MON-YY. Senior rater signed the appraisal on DD-MON-YY," where DD-MON-YY identifies the applicable dates. Once approved, the RPA must be routed to the AMEDDC&S' Manpower Groupbox: RMM-3FR_AMEDDC&S __ AWARD.

e. Quality Step Increase (QSI).

(1) A QSI is an additional within-grade step increase and may include DA Form 2443, "Commendation Certificate." The QSI may only be given to GS employees with Exceptional ratings of record for the current rating period. The QSI may not be combined with any other monetary performance award. An employee may not receive more than one QSI in any 52-week period. Nominations must be submitted within 30 calendar days of the senior rater's signature on the appraisal.

(2) Nominations and approvals for QSIs will be made on an RPA in the DCPDS. The RPA must indicate "892" in Part B, Block 5. Part D must include the statements, "Performance Award (QSI) for the rating period DD-MON-YY through DD-MON-YY. Senior rater signed the appraisal on DD-MON-YY," where DD-MON-YY identifies the applicable dates. Once approved, the RPA must be routed to the AMEDDC&S' Manpower Groupbox: RMM-3FR_AMEDDC&S_AWARD/RMM.

f. Special Act or Service Awards (SASA).

(1) The SASA is a cash award and may include DA Form 2443, "Commendation Certificate." The purpose of SASA is to recognize a meritorious personal effort, act, service, or scientific achievement performed within or outside assigned job responsibilities. When performed within job responsibilities, the act or service must significantly exceed normal

performance requirements of the position. The act, service or scientific achievement must result in tangible and/or intangible benefits to the government. Awards range from \$25 to \$25,000 depending on the achievement being recognized. Amounts will be determined using the cash award criteria for tangible or intangible benefits listed in Chapter 7, AR 672-20. All awards over \$1,500 must be approved by the Chief of Staff. Nominations must be submitted within 30 calendar days after the act, service or achievement to be recognized.

(2) Nominations and approvals for SASA will be made on an RPA in the DCPDS. The RPA must indicate "840" in Part B, Block 5; the whole dollar amount in Block 20; and "M" in Block 21. Part D must include the statement: "Special Act or Service Award." Additionally, the value of benefits and a short description of the employee's achievement must be included in Part D. Once approved, the RPA must be routed to the AMEDDC&S' Manpower Groupbox: RMM-3FR_AMEDDC&S_AWARD/RMM.


g. On-The-Spot (OTS) Awards.

(1) The OTS award is a small SASA (\$25 to \$500) or up to one (1) work day (TOA) which may be given by a supervisor for day-to-day accomplishments of subordinate employees. This award may include a DA Form 2443. Nominations must be submitted within 30 calendar days after the act, service, or achievements to be recognized.

(2) Nominations for OTS awards will be made on an RPA in the DCPDS. For cash awards, the RPA must indicate "840" in Part B, Block 5; the whole dollar amount in Block 20 and "M" in Block 21. For TDAs, the RPA must indicate "846" in Part B, Block 5; the number of hours in Block 20; and "H" in Block 21. For each award, Part D must include the statement, "On-the-Spot," and a short description of the employee's achievements. Once approved, the RPA must be routed to the AMEDDC&S' Manpower Groupbox. RMM-3FR_AMEDDC&S_AWARD/ RMM.

5. This memorandum supersedes reference 2f and remains in effect until superseded or rescinded.

FOR THE COMMANDER:


RICHARD L. AGEE
Colonel, MS
Chief of Staff

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